



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, सोमवार, 27 अप्रैल, 1987/7 वंशाख, 1909

हिमाचल प्रदेश सरकार

PANCHAYATI RAJ DEPARTMENT

NOTIFICATIONS

Shimla-171002, the 20th April, 1987

No. PCH-HB (2)-1/83.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the H.P.P.S.C., is pleased to make the Recruitment and Promotion Rules for the post of Panchayat Inspectors in the Panchayati Raj Department of Himachal Pradesh as per Annexure-I appended to this Notification, namely:—

1. Short title and commencement.—(i) These Rules may be called Recruitment and Promotion Rules for the post of Panchayat Inspectors in the Panchayati Raj Department, Himachal Pradesh.

(ii) These rules shall come into force from the date of publication in the official Gazette.

2. **Repeal and Saving Clause.**—The rules promulgated *vide* this Department Notification No. 15-15/61-Panch, dated the 26th May, 1969 and notification No. PCH-HB(2)-39/76, dated the 29th September, 1978 are hereby repealed.

By order,
S. M. KANWAR,
Secretary.

ANNEXURE

RECRUITMENT AND PROMOTION RULES FOR THE POST OF PANCHAYAT INSPECTOR IN THE DEPARTMENT OF PANCHAYATI RAJ, H.P.

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|---|-----------------------------|
| 1. Name of the post | .. Panchayat Inspector |
| 2. Number of posts | .. 69 (Sixty Nine) |
| 3. Classification | .. Class III (Non-Gazetted) |
| 4. Scale of pay | .. Rs. 570-1080 |
| 5. Whether selection post or non-selection post | .. Non-selection |
| 6. Age for direct recruitment | .. 18-32 years: |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad-hoc* or on contract basis:

Provided further that if a candidate appointed on *ad-hoc* basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad-hoc* or contract appointment:

Provided further that upper age limit is relaxable for scheduled castes/Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporation and autonomous bodies who happened to be Government servants before absorption in Public Sector Corporation/Autonomous Bodies at the time of initial constitution of such Corporation/autonomous bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporation/autonomous bodies who were/are subsequently appointed by such Corporation/Autonomous bodies and are/were finally absorbed in the service of such Corporation/autonomous bodies after initial constitution of the public sector corporation/autonomous bodies.

Note 1.—The crucial date for determining the age limit should be the first day of the year in which the posts are advertised for inviting applications or notified to Employment Exchanges, as the case may be.

Note 2.—Age and qualification in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission, in case of the candidate is otherwise well qualified.

7. Minimum educational and other qualifications required for direct recruits:

Essential.—B.A. or equivalent of a recognised University in India.

Desirable.—Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees.

Age: Not applicable.

Qualification: Not applicable.

9. Period of Probation, if any

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods:

75% by promotion; and

25% by direct recruitment.

11. In case of recruitment by promotion, deputation/transfer, grades from which promotion/deputation/transfer is to be made.

By promotion from amongst the following having 10 years service (including *ad hoc* service rendered upto 31-12-1983) in respective grade and possessing the minimum educational qualification of Matriculation or its equivalent:—

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|---|-----|
| (a) Panchayat Secretaries/Sub-Inspector | |
| Panchayats | 60% |
| (b) Gram Sewak | 15% |

Note.1.—In all cases of promotion *ad hoc* service rendered in the feeder post upto 31-12-1983, if any prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition:—

- (a) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service

including *ad-hoc* service rendered upto 31-12-1983, in the feeder post. In view of the provisions referred to above, all persons senior to him in the respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of considerations:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

(h) Similarly, in all cases of confirmation, *ad-hoc* service rendered in the post upto 31-12-1983 if any, prior to the regular appointment against such post shall be taken into account towards the length of service:

Provided that the *inter-se*-seniority as a result of confirmation after taking into account *ad-hoc* service shall remain unchanged.

(c) *ad hoc* service rendered after 31-12-1983 shall not be taken into account for confirmation/promotion purposes.

Note 2.—Provisions of Rule 10 and 11 are to be revised by the Government in consultation with the Commission as and when the number of posts under Rule 2 are increased.

12. If a Departmental Promotion Committee exists, what is its composition.

As may be constituted by the Government from time to time.

13. Circumstances under which the H.P. P.S.C., is to be consulted in making recruitment.

As required under law.

14. Essential Requirement for a direct recruitment.

A candidate for appointment to any service or post must be:—

(a) a citizen of India, or

- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the first January, 1962 with the intention of permanently settling in India.
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania formerly Tanganyika and Zanzibar, Zambia Malwa Zaira and Ethiopia with the intension of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the H.P. P.S.C. or other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

15. Selection for the appointment to post by direct recruitment.

Selection for appointment to the post in case of direct recruitment shall be made on the basis of *viva-voce* test, if the Himachal Pradesh Public Service Commission or any other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus etc., of which, will be determined by the Commission/other recruiting authority as the case may be.

16. Reservation

The appointment to this service shall be subject to the order regarding reservations in the service for Scheduled Castes/Scheduled Tribes/Backward Classes/other categories of persons issued by the H. P. Government from time to time.

17. Departmental Examination

Not Applicable.

18. Power to relax

Where the State Government is of the opinion that it is necessary or expedient so to do, it may order for reasons to be recorded in writing and in consultation with the H.P.P.S.C., relax any of the provisions of these rules with respect to any class or category of persons or posts.

Shimla-171002, the 20th April, 1987

No. PCH-HB(2)-1/83.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the H.P.S.C., is pleased to make the Recruitment and Promotion Rules for the post of Clerks in the Panchayati Raj Department of Himachal Pradesh as per Annexure-I appended to this notification, namely:—

1. Short title and commencement.—(i) These rules may be called Recruitment and Promotion Rules for the post of Clerk in the Department of Panchayati Raj, Himachal Pradesh.

(ii) These rules shall come into force from the date of publication in the Official Gazette.

2. Repeal and Saving Clause.—The rules promulgated *vide* this Department notification No.15-15/61-Panch, dated the 26th May, 1969 in respect of the category of clerk are hereby repealed, provided that such repeal shall not affect the said Rules or anything done or any action taken thereunder.

ANNEXURE

RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLERK IN THE DEPARTMENT OF PANCHAYATI RAJ, HIMACHAL PRADESH

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|--|---|
| 1. Name of the post | .. Clerk. |
| 2. Number of posts | .. 53 (Fifty-three). |
| 3. Classification | .. Class-III (Non-Gazetted). |
| 4. Scale of pay | .. Rs. 400-600 (T.S.) 510-800 (50% S.G.). |
| 5. Whether Selection post or non-selection post. | Non-selection. |
| 6. Age for direct recruitment | 18—32 years: |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad-hoc* or on contract basis:

Provided further that if a candidate appointed on *ad hoc* basis has become over age on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad hoc* or contract appointment;

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/ other categories of persons to the extent permissible under the general or special order of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation/Autonomous Bodies at the time of initial constitution of such corporation/autonomous bodies shall be allowed age

concession in direct recruitment as admissible to Government servants. This concession, will not, however, be admissible to such staff of the public sector corporation/autonomous bodies who were/are subsequently appointed by such Corporation/autonomous bodies and are/were finally absorbed in the service of such corporation/autonomous bodies after initial constitution of the Public Sector Corporation/autonomous bodies.

Note 1.—The crucial date for determining the age limit should be the first day of the year in which the posts are advertised for inviting applications or notified to Employment Exchanges, as the case may be.

Note 2.—Age and qualification in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission, in case of the candidate is otherwise well qualified.

7. Educational and other qualifications required for direct recruits:

ESSENTIAL.—(i) At least Matriculate/ Higher Secondary Part-I or its equivalent from a recognised University/Board.

(ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting:

Provided that the knowledge of typewriting shall not be necessary for recruitment but the selected candidates shall have to qualify the typewriting test prescribed by the respective Departments within 6 months of his/her appointment with no extension. Thus, if any appointee fails to qualify the typewriting test within a period of 6 months from his/her appointment, his/her services shall be terminated.

(iii) Leave should be allowed to such persons for learning typewriting, if they are posted to places where typewriting facilities are not available. Such leave would be adjusted against the future leave admissible to them.

(iv) The candidates who have already been appointed as clerks under the H.P. Civil Services (Direct Recruitment of Clerks—knowledge of typewriting) Rules, 1978 but could not qualify typewriting test within the prescribed period, shall be allowed another period of three months for passing prescribed typewriting test with effect from the date of issue of this notification

failing which, no further extension shall be allowed and his/her services shall be terminated.

Desirable.—Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and Educational qualification prescribed for direct recruits will apply in the case of the promotees.

Age.—Not applicable.

Educational Qualification.—Not applicable.

9. Period of probation, if any

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment, whether by direct recruitment or by promotion, deputation/transfer and the percentage of vacancies to be filled in by various methods.

(i) 90% by direct recruitment.

(ii) 10% by promotion.

11. In case of recruitment by promotion, deputation/transfer, grades from which promotion/deputation/transfer is to be made.

10% by promotion from amongst Class IV employees who are at least Matriculates and having 5 years service (including *ad hoc* service rendered upto 31-12-1983) in the grade.

Note.—In all cases of promotion *ad hoc* service rendered in the feeder post upto 31-12-1983, if any prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed in there rules for promotion subject to the condition:—

- (a) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including *ad hoc* service rendered upto 31-12-1983) in the feeder post. In view of the provisions referred to above, all persons senior to him in the respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and

Promotion Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

- (b) Similarly, in all cases of confirmation, *ad hoc* service rendered in the post upto 31-12-1983 if any, prior to the regular appointment against such post shall be taken into account towards the length of service:

Provided that the *inter-se-seniority* as a result of confirmation after taking into account *ad hoc* service shall remain unchanged.

- (c) *ad hoc* service rendered after 31-12-1983 shall not be taken into account for confirmation/promotion purposes.

Note 2.—Provisions of Rules 10 and 11 are to be revised by the Government in consultation with the Commission as and when the number of posts under rule 2 are increased.

12. If a Departmental Promotion Committee exists, what is its composition.
13. Circumstances under which the H. P. P.S.C. is to be consulted in making recruitment.
14. Essential requirement for a direct recruits.

As may be constituted by the Government from time to time.

As required under the law.

A candidate for appointment to any service or post must be:—

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the first January, 1962 with the intention of permanently settling in India,
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia Malwa Zaire and Euthopia with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued by the Government of India.

15. Selection for appointment to post by direct recruitment.

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of *viva-voce* test; and if the Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus etc., of which, will be determined by the Commission/other recruiting authority as the case may be.

16. Reservation

The appointment to this service shall be subject to orders regarding reservation in the service for scheduled castes/Scheduled Tribes/Backward Classes/other categories of persons issued by the Government from time to time.

17. Power to relax

Where the State Government is of the opinion that it is necessary or expedient so to do, it may by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C., relax any of the provisions of these rules with respect to any class or category of persons or posts.

Shimla-171002, the 20th April, 1987

No. PCH—BB(2)-1/83.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the H.P.P.S.C., is pleased to make the recruitment and Promotion Rules for the post of Panchayat Secretaries in the Panchayati Raj Department of Himachal Pradesh as per Annexure-I appended to this notification, namely:—

1. **Short title and commencement.**—(i) These rules may be called Recruitment and Promotion Rules for the post of Panchayat Secretaries in the Department of Panchayati Raj, in Himachal Pradesh Government.

(ii) These rules shall come into force from the date of publication in the official Gazette.

ANNEXURE I

RECRUITMENT AND PROMOTION RULES FOR THE POST OF PANCHAYATI SECRETARIES, IN THE DEPARTMENT OF PANCHAYATI RAJ, IN HIMACHAL PRADESH GOVERNMENT

1. Name of the post
2. Number of posts

Panchayat Secretary.

.. 883 (Eight hundred and eighty-three)

- | | |
|---|---|
| 3. Classification | Class III (Non-Gazetted). |
| 4. Scale of pay | Rs. 400-600 (T.S.) (and 510-800 S.G. 20%) |
| 5. Whether selection post or non-selection post | Non-selection. |
| 6. Age for direct recruitment | Between 18 years to 32 years: |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad hoc* or on contract basis:

Provided further that if a candidate appointed on *ad hoc* basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad hoc* or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government:

Provided further that the employees of all the public sector corporations and autonomous bodies who happened to be Government servants before absorption in public sector corporation/autonomous bodies at the time of initial constitution of such corporation/autonomous bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the public sector corporations/autonomous bodies who were/are subsequently appointed by such corporations/autonomous bodies and are/were finally absorbed in the services of such corporations/autonomous bodies after initial constitution of the public sector corporations/autonomous bodies.

Note 1.—The crucial date for determining the age limit should be the first day of the year in which the posts are advertised for inviting applications or notified to Employment exchanges as the case may be.

Note 2.—Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case of the candidate is otherwise well qualified.

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|----------------------------------|---|
| 7. Minimum educational and other | <i>Essential</i> —At least Matriculation from a |
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qualifications required for direct recruits.

recognised University or Board or its equivalent.

Desirable qualification.—Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotee.

Age: Not applicable.

Educational Qualification: Not applicable.

9. Period of probation, if any

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment whether by direct recruitment or by promotion, deputation/transfer and the percentage of vacancies to be filled in by various methods:

100% by direct recruitment.

11. In case of recruitment by promotion, deputation/transfer, grades from which promotion/deputation/transfer is to be made:

Not applicable.

Note.—In all cases of promotion *ad hoc* service rendered in the feeder post upto 31-12-1983, if any prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the conditions:—

(a) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including *ad hoc* service rendered upto 31-12-1983) in the feeder post. In view of the provisions referred to above, all persons senior to him in the respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the recruitment and promotions rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirement of the pre-

ceeding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

(b) similarly, in all cases of confirmation, *ad hoc* service rendered in the post upto 31-12-83 if any, prior to the regular appointment against such post shall be taken into account towards the length of service.

Note-1.—In all cases of promotion *ad hoc* service rendered in the feeder post upto 31-12-1983 if any prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition:—

- (a) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service including *ad hoc* service rendered upto 31-12-1983, in the feeder post. In view of the provisions referred to above, all persons senior to him in the respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of considerations:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

- (b) Similarly, in all cases of confirmation, *ad hoc* service rendered in the post upto 31-12-1983 if any, prior to the regular appointment against such post shall be taken into account towards the length of service:

Provided that the *inter-se*-seniority as a result of confirmation after taking into account *ad hoc* service shall remain unchanged.

- (c) *ad hoc* service rendered after 31-12-1983 shall not be taken into account for confirmation/promotion purposes.

Note-2.—Provisions of Rule 10 and 11 are to be revised by the Government in consultation with the Commission as and when the number of posts under Rule 2 are increased.

12. If a Departmental Promotion Committee exists, what is its composition.
13. Circumstances under which the H.P. P.S.C., is to be consulted in making recruitment.
14. Essential requirement for a direct recruitment.

As may be constituted by the Government from time to time.

As required under the law.

A candidate for appointment to any service or post must be:—

- (a) a Citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the first January, 1962 with the intention of permanently settling in India.
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the H.P. P.S.C., or other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

15. Selection for the appointment to post by direct recruitment.

Selection for appointment to the post in case of direct recruitment shall be made on the basis of *viva-voce* test, if the Himachal Pradesh Public Service Commission or any other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which, will be determined by the Commission/ other recruiting authority as the case may be:

16. Reservation

The appointment to this service shall be

subject to the orders regarding reservations in the service for scheduled castes/scheduled tribes/backward classes/other categories of persons issued by the H. P. Government from time to time.

Departmental Examination

N.A.

Power to relax

Where the State Government is of the opinion that it is necessary or expedient so to do, it may order for reasons to be recorded in writing and in consultation with the H.P. P.S.C., relax any of the provisions of these rules with respect to any class or category of persons or posts.

By order,
S. M. KANWAR,
Secretary.

नियंत्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला-5 द्वारा मुद्रित तथा प्रकाशित ।